GSFF Preapproval Letter

[Date]

To Whom it May Concern:  
  
The Graduate Students of Four Faculties (GSFF) is a student-run organization which represents the colleges of Arts and Humanities, Social Science, Natural Sciences and Mathematics, and Engineering and Computer Science at the University of Denver. Our primary focus is to provide financial support for our graduate students to present and/or attend conferences that are relevant to their field of study.  The funding that is partially reimbursed to graduate students each quarter helps to ease the financial expenses that most conferences create due to the combined costs of airfare, hotel, and numerous conference fees.

Applications for funding are due at the end of the fall, winter, and spring quarter, which typically occurs at the end of November, the beginning of March, and the end of May of the calendar year respectively. The maximum amount that can be reimbursed is capped. We do provide some funding for all applicants that fill out the appropriate paperwork, part of which requires them to submit copies of their original receipts.  Looking at previous quarters, we typically provide about 30% of the student’s total requested sum. However, it is obligatory to mention that the percentage above is not guaranteed. GSFF is given a finite budget based on graduate student enrollment and fees, and the percentage received for any given quarter is completely dependent on the total sum of money requested from the entire collection of applicants.

Moreover, after the application has been reviewed by GSFF, eligible applicants may pass their application on to the Graduate Student Association Council (GSAC), where it will be further reviewed to potentially receive additional funding. Again, there are no guarantees, but it is possible for the full amount to be refunded. Reimbursements should be received two weeks after the committees have met and reviewed the candidates’ applications.

It must be emphasized that this funding reimbursement is conditional; that is, GSFF awards support to a student PROVIDED that all the necessary paperwork is completed, including submitting all relevant receipts, and turning in applications before the appropriate deadline. Naturally, all of this is entirely the responsibility of the student. Also, this means that unless transactions are completed in advance, and receipts are already obtained, funding can only be provided after a student returns from their conference.

Sincerely,

The University of Denver GSFF Executive Board and Departmental Representatives

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